



Record Control Clerk II

Details

Job ID : 287

Title : Record Control Clerk II

Job Code : 617

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR PROVIDING BACKGROUND CHECKS TO GOVERNMENT, PRIVATE SECTOR AGENCIES AND INDIVIDUALS AND PERFORM REGULAR MAINTENANCE OF AN ON-LINE CRIMINAL RECORD INFORMATION SYSTEM. ALSO RESPONSIBLE FOR PHONE OPERATION, PROCESSING INTAKE OF PUBLIC REQUESTS, COMPLIANCE OF REQUESTS WITH AGENCY POLICIES

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE AS A RECORD CONTROL CLERK I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- DETAIL ORIENTED

Job Preferred Knowledge

- EXPERIENCE HANDLING MONEY
- CUSTOMER SERVICE EXPERIENCE

Job Duties

- PROCESSES RECORD CHECKS FOR DISSEMINATION
- RESOLVES SYSTEM PROBLEMS AND CUSTOMER COMPLAINTS
- PROCESSES PHONE INQUIRIES
- DATA ENTRY AND MAINTENANCE
- AUDITING AND PROCESSING OF MONIES RECEIVED
- SOME TRAVEL MAY BE REQUIRED
- OTHER DUTIES AS ASSIGNED